

## Vacancy Announcement for Administrative and Financial Officer in Ukraine

Position title: ITF Administrative and Financial Officer (ITF AFO)  
Duty Station: Kyiv, Ukraine  
Duration: 18 months (start as soon as possible)  
Opening date: 1 June 2023  
Closing date: 31 December 2024

ITF Enhancing Human Security (ITF) is hiring for an **Administrative and Financial Officer for ITFs projects in Ukraine**. The position is based in Kyiv, Ukraine, with possibilities for travel to other areas/oblasts within the country.

ITF seeks to support the resilience of communities in Ukraine by reducing risks to peace and security. Since 2015, ITF has been supporting victims assistance, psychosocial support, food security/livelihoods, capacity buildings programs in Ukraine, with the aim of increasing civilian population's security by protecting lives, improving physical and mental resilience, improving rehabilitation infrastructure, and supporting livelihoods.

The Administrative and Financial Officer (ITF AFO) oversees the financial activities of ITF's program in Ukraine. ITF AFO carries out the various accounting functions required in order to provide accurate and timely information to donors, ITF HQ and ITF Head of Implementation Office in Kyiv on the financial status of the program and ITF Regional Office in Kyiv. This involves organizing and further developing the financial processes required for the projects to function effectively as well as managing the establishment of ITF Regional Office in Kyiv implemented within a humanitarian mine action project in Ukraine.

ITF AFO will provide administrative and financial support in the implementation of all ITF project activities in Ukraine, assist with registration in the establishment of an ITF office in Ukraine, establish, maintain, and monitor financial and administrative functioning of the ITF office in Ukraine. His/her tasks will also include activities to strengthen the role of the ITF as an actor in the field of mine action in Ukraine, report to the ITF Head of Implementation Office in Kyiv and the ITF HQ management in Ljubljana, Slovenia, prepare various monthly financial reports, in coordination with ITF HQ (ITF HQ Finance Department).

ITF AFO will work closely with ITF Program Coordination in Kyiv, Ukraine, and provide assistance to the tasks related to the implementation of all ITFs projects in Ukraine. ITF AFO

will ensure overall project management with the support from ITF Head of Implementation Office in Kyiv and other regional and national staff.

**The main responsibilities include:**

Planning, monitoring & quality management:

- Initiate, plan and coordinate ITF project activities in Ukraine;
- Ensure smooth execution of all ITF project activities in Ukraine;
- Support the complete process of ITFs registration and the establishment of ITF office in Kyiv, Ukraine;
- Ensure proactive operation of ITF office in Kyiv, Ukraine;
- Ensure that priorities set by the program are met, and the requirements of the donors and beneficiaries are taken into consideration through operational delivery;
- Development of project proposals for the ITFs portfolio and fundraising;
- Identify Ukraine's needs in the fields of humanitarian mine action and assistance to mine victims;
- Promote and strengthen the role of ITF in the fields of humanitarian mine action, conventional weapons destruction and wider human security in Ukraine.

Staff management & supervision:

- Plan and support recruitment of future additional staff, day- to-day management for the ITF Office Kyiv;
- Strengthen the role of the ITF as an actor in the field of mine action in Ukraine;
- Act as budget manager for the ITF Implementation Office Kyiv;
- Report directly to ITF HQ and to the ITF Head of Implementation Office in Kyiv;
- Assist and actively support monitoring visits of ITF HQ staff, ITF Head of Implementation Office in Kyiv and of various donors.

Financial management

- Reconcile and verify bank and cash amounts on a regular basis. Ensuring payments are made in a timely fashion. Detailing expenditure through monthly expense sheets for all cash accounts.
- Preparing the monthly financial accounts.
- Supporting ITF Implementation Office in Kyiv in financial matters. Providing functional and financial supervision with ITF Program Coordinator on various ITF projects in Ukraine.
- Liaising with the ITF Head of Implementation Office in Kyiv and ITF HQ Financial Department as required and specifically as issues arise or when changes occur to the policies and procedures for financial operations.

- Monitoring project spending on an on-going (monthly) basis, communicating with the relevant program managers about any under / overspend and working with them to agree appropriate actions required in order to bring spending in line with approved budgets.
- Ensure that the ITF financial procedure is followed as part of internal control monitoring.
- Preparation and development of budgets for projects, concept notes.
- Contribute to the financial management of signed donor agreements, assisting ITF HQ in preparation and submission of new donor proposals.
- Prepare and deliver financial activity reports within the required timeframe (e.g. monthly, quarterly, interim, final) and in the stated format in order to meet all relevant ITF and donor requirements.
- Prepare for, manage and support internal and external field financial audits, providing all information required by local legislation, donors, other bodies.
- ITF's Country Program focal point for issues related to taxes, labor laws, contracts, etc.

#### Administration:

- Meet financial related administrative requirements of ITF, donors, local legislations, suppliers, contractors and other stakeholders so that the financial aspect of program functions is handle with integrity.
- Work with ITF HQ to ensure the preparation of monthly payroll list, payment, and record-keeping of staff salaries and / or allowances is done in a timely manner and in accordance with local employment regulations, ensuring that all required statutory deductions are made and subsequently paid to the appropriate authorities.
- Organize and develop the processes required for the financial aspects of the program to function effectively.
- Ensure that clear and transparent paper trails are in place for all financial transactions and that records including archive systems are kept in line with ITF internal policies while meeting donor requirements.

#### Coordination:

- Develop and maintain a communication structure with colleagues to ensure they are kept informed of applicable financial activities and requirements, including the distribution of key financial information.
- Establish and maintain good relationships and communication with the Ukrainian national mine action authorities and other mine action organizations in the area to ensure coordination and knowledge-sharing;
- Represent ITF in various coordination bodies as required.

### **Experience and Technical Qualifications:**

- Minimum 2 years relevant professional experience within a financial position. Experience in humanitarian mine action programs and/or humanitarian work is highly desirable.
- Excellent working knowledge of the English and Ukrainian language (speaking and writing).
- High numeracy skills. Problem solving ability. Excellent attention to detail. Good document writing skills.
- Able to manage own work and resources in a way that meets time bound objectives.
- Strong organizational skills and the capacity to analyze and prioritize needs.
- Candidate should be an Ukrainian citizen with permanent residence in Ukraine.
- Strong and proven understanding of the humanitarian operating context, donors, security, and financial management in humanitarian context.
- Understanding and application of humanitarian principles linked to operational contexts.
- Good writing skills in reporting and proposal development.
- Computer literacy, including proficiency in Word, Power Point and Excel.
- Previous experience working in Ukraine is an advantage.
- Strong organizational skills, proactive approach, and flexibility.
- Strong leadership, team building and communication skills.
- Excellent communication and interpersonal skills.

### **We Offer:**

- An 18-month contract (extension contingent on funding and performance);
- A competitive salary;
- 26 days of paid annual leave;
- Work in a growing organization, which allows for a lot of flexibility and influence in shaping future humanitarian programming;
- Insurance as per industry standards.

### **Application Process:**

All interested candidates are requested to submit their CVs (no more than two pages) and Cover Letter (no more than one page) with two references to [info@itf.si](mailto:info@itf.si) and [dino.sujak@itf.si](mailto:dino.sujak@itf.si) prior to the closing date on 29 May 2023. Please state “Application: Administrative and Financial Office in Ukraine” in the email subject line.

Candidates are encouraged to apply as soon as possible as interviews are expected to be held on a rolling basis. ITF reserves the right to select a candidate prior to the closing date. Only shortlisted candidates will be contacted.

ITF staff must comply with ITF Code of Conduct and relevant Safeguarding and Anti-Corruption Policies. As part of the recruitment process, ITF conducts anti-terror checks, which is a prerequisite for employment.